**Trisia Baltazar**

5432 Bannon Crossings Drive – Louisville, KY 40218 – C: (502)533-8435 – trisiambaltazar@gmail.com

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9960 Corporate Campus Drive Suite 2000

Louisville, KY 40223

To Hiring or Staffing Manager:

I am extremely interested in your opening for Business Transformation Team Trainee. I have a strong interest in applying my skills to developing and improving my analytical abilities. I believe that I could make a great impact as a member of your company.

My coursework in Computer Information Systems and outside work experience makes me a great candidate for this position. My resume highlights my recent internships and my leadership role in a recent class project in a team of Junior Business Analysts. I have also worked with SQL Server, MS Access and Excel. I am currently working with PowerPivot and Power BI with my current internship and would love to learn more about these tools. I also have experience in a professional work environment and have been exposed to working with teams and clients for a specific task.

I am looking forward to meeting with you about this position. Thank you for your consideration and time.

Sincerely,

Trisia Baltazar

University of Class of 2019